

Software/Applications/Databases

29

- Additional review, approvals, and contract terms may apply to these purchases regardless of dollar amount or purchaser
 - ▣ No click-thru! – These are considered contracts as well
 - ▣ Hosted vs On Premise
- Keep in mind
 - ▣ Do we already have something for this?
 - ▣ Data types – Unrestricted, restricted, highly restricted
 - ▣ Service level agreements
 - ▣ Implementation Timeframe and Scheduling

29

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30

- Software Selection Process (non-RFP)
- Team finds software/application wanted
 - Generic Demo (if interested)
 - Price quote (remember to report if you negotiate!)
- Determine data stored in product and submit a data usage form (DUF) to the Information Security Office (ISO)
- ISO reviews and provides Data Security contract language and gains Data Steward approvals
- Submit requisition or contract to Purchasing (remember requisition should reflect full term of contract if more than one year)

30

- Software can take longer to purchase – *plan ahead*
- It can help to ask the vendor these questions:
 - ▣ Can you provide the terms and conditions (contract)?
 - ▣ Is the product ADA Compliant? If not, can you provide a VPAT?
 - ▣ Is there savings in a longer term? Is there savings in a multi-seat license?
 - ▣ Is the product available through any third party or consortium contract?

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32

- Data security guidelines:
 - General Policy
<https://policy.illinoisstate.edu/technology/>
 - Data types
<https://policy.illinoisstate.edu/technology/9.8.1.php>
- Contact Kevin Hand for additional information
 - kllhand
 - 8.1 602
 - Julian 1 53

32